SECURITY INFORMATION

MAR 27 1050

MEDPANDUM FOR: Chief of Administration, DD/P

Assistant Director for Communications

Mreeter of Training

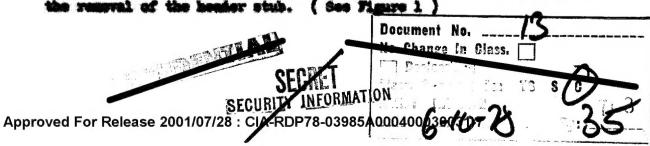
Genetroller Auditor

STRUCT

Departmental Regulationing Procedure

- 1. Submitted herewith is a draft, in duplicate, of "Requisitioning Procedures", chapter 2 of the Departmental Supply Procedure.
- 2. This procedure is designed to furnish directions to all elements in the departmental area and stations in the United States for the pre-Mich and submission of requests for supplies to the Stock Control branch, Expoly Division.
- 3. The ebjective of this procedure is to reduce the cost of processing a requisition and at the same time speed up the flow of paper want required to ship the item from the depot, as well as provide any secondary dominant such as purchase requests, notice of delayed items (thru the notice of dues out established) and notice of cancellation. The flexible line item requisition is designed so that the original trains is reproduced on all subsequent documents thereby saving typing, preofreeding, and possibility of typographical errors. Further the line items are strippeble to allow for expansion, rearrangement and deletions.
- 4. Processing in Stock Control is speeded up by allocating strips to editors for similteneous actions.
- 5. Stock picking is expedited in the same manner as each stock picker is furnished strips for stocks in his area thereby any number of stock pickers may work simultaneously.
- 6. The requisitioner is sided by being able to place any type item on a single requisition.
- 7. The consigner is aided by the item identification furnished by the gamed back strip attached to one of each line item showing stock number, nomenclature, unit of measure, and requisition on which he ordered the item.

8. Security is observed by having a sterile document merely by the removal of the beader stub. (See Figure 1)



Approved For Release 2001/07/28: CIA-SPC 123985A000400030031-7 Security Information

9. This procedure is a chapter in the "Departmental Supply Procedure" and subsequent chapters hinge on this procedure. Therefore, it is requested that this procedure be coordinated within your office and returned as soon as possible.

25X1A

dames A. GARRESON Thief of Procurement and Supply

Delocurus

PSO/SD/CS: erm: jcs (18 March 1953)

Distribution: 1-F50 1-Subject File

SECRET

11.3